

CALENDAR OF KEY DEADLINES 2004-05 SCHOOL DISTRICT AND COUNTY OFFICE OF EDUCATION APPORTIONMENTS

DUE DATES

I. PRINCIPAL APPORTIONMENT, FEBRUARY 2005

A. Annual Apportionment Documents for Fiscal Year 2003-04

(to be included in the First Principal Apportionment).

1. Attendance Reports

County Office of Education--submit all local educational agency (LEA) attendance data via the 2003-04 Principal Apportionment Revenue Software Version 2003-3.17.

July 15, 2004

2. Tax Reports

Submit tax data via the 2003-04 Principal Apportionment Tax Software Version 2003-3.02 (County Auditors) or Principal Apportionment Revenue Software Version 2003-3.18 (County Superintendents).

August 15, 2004

3. Revenue Limits

Submit revenue limit data via the 2003-04 Principal Apportionment Revenue Software Version 2003-3.18.

November 15, 2004

4. Special Education

Submit Nonpublic School/Licensed Children's Institution/Skilled Nursing Facility (NPS/LCI/SNF) and Infant data via Principal Apportionment Revenue Software Version 2003-3.18.

October 31, 2004

Submit 2003-04 Regional Occupational Center/Program (ROC/P) Handicapped data via Principal Apportionment Revenue Software Version 2003-3.18.

October 31, 2004

Submit Special Education Local Plan Area (SELPA) average daily attendance (ADA) allocation and Special Education tax allocation data via Principal Apportionment Revenue Software Version 2003-3.18.

November 15, 2004

DUE DATES

Submit NPS Extraordinary Cost Pool Claim data via Principal Apportionment Revenue Software Version 2003-3.18. Submit hard copies of supporting documentation (copies of paid invoices) to the attention of Julie Williams in the Principal Apportionment and Special Education Office (address on page four).

November 30, 2004

B. Corrections to be applied at the 2004-05 First Principal Apportionment (P-1)

1. Submit corrections for fiscal years prior to 2002-03 via the appropriate form for that fiscal year. October 1, 2004
2. Submit corrections for the 2002-03 and 2003-04 fiscal years via the appropriate software or form. Corrections made via the software must be submitted in the "corrected" mode for the appropriate period. October 1, 2004

C. P-1 Documents for Fiscal Year 2004-05

1. **Tax Reports**
Submit tax data via the new 2004-05 Principal Apportionment Tax Software (2004 Version to be released prior to P-1). November 15, 2004
2. **Revenue Limits**
Submit revenue limit data via the new 2004-05 Principal Apportionment Revenue Software (2004 Version to be released prior to P-1). December 1, 2004
3. **Attendance Reports**
County Office of Education--submit all LEA attendance data via the new 2004-05 Principal Apportionment Revenue Software (2004 Version to be released prior to P-1). January 15, 2005
4. **Special Education**
Submit Infant data via the new 2004-05 Principal Apportionment Revenue Software (2004 Version to be released prior to P-1). January 15, 2005

Submit ROC/P Handicapped data via the new 2004-05 Principal Apportionment Revenue Software (2004 Version to be released prior to P-1). January 15, 2005

DUE DATES

Submit SELPA ADA allocation and Special Education tax allocation data via the new 2004-05 Principal Apportionment Revenue Software (2004 Version to be released prior to P-1). January 15, 2005

II. PRINCIPAL APPORTIONMENT, JULY 2005

A. Corrections to be applied at the 2004-05 Second Principal Apportionment (P-2).

Corrections for prior year attendance that were not applied at the 2004-05 First Principal Apportionment should be submitted as follows: March 15, 2005

1. Submit corrections for fiscal years prior to 2002-03 via the appropriate form for that fiscal year.
2. Submit corrections for the 2002-03 and 2003-04 fiscal year via the appropriate software or form. Corrections made via the software must be submitted in the "corrected" mode for the appropriate period.

B. P-2 Documents for Fiscal Year 2004-05

1. **Tax Reports**
Submit tax data via the new 2004-05 Principal Apportionment Tax Software (2004 Version to be released prior to P-1). April 15, 2005
2. **Revenue Limits**
Submit revenue limit data via the new 2004-05 Principal Apportionment Revenue Software (2004 Version to be released prior to P-1). April 15, 2005
3. **Attendance Reports**
County Office of Education--submit all LEA attendance data via the new 2004-05 Principal Apportionment Revenue Software (2004 Version to be released prior to P-1). May 1, 2005
4. **Special Education**
Submit Infant data via the new 2004-05 Principal Apportionment Revenue Software (2004 Version to be released prior to P-1). May 1, 2005

DUE DATES

Submit ROC/P Handicapped data via the new 2004-05 Principal Apportionment Revenue Software (2004 Version to be released prior to P-1).

May 1, 2005

Submit SELPA ADA allocation and Special Education tax allocation data via the new 2004-05 Principal Apportionment Revenue Software (2004 Version to be released prior to P-1)

May 1, 2005

For general questions regarding the due dates related to the Principal Apportionment (Roman numerals I & II), please contact Julie Brucklacher at (916) 322-5906 or by e-mail at jbruckla@cde.ca.gov. For detailed questions, please see the Staff Contact List posted on the California Department of Education (CDE) web site at: <http://www.cde.ca.gov/fg/sf/rl/recontacts.asp>.

Submit reports to:

Principal Apportionment and Special Education Office
School Fiscal Services Division
California Department of Education
1430 N Street, Suite 3800
Sacramento, CA 95814

CATEGORICAL PROGRAMS

DUE DATES

III. SPECIAL PURPOSE APPORTIONMENT, 2004-05

A. Pupil Transportation Reports

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|----|---|------------------|
| 1. | Annual Report of ROC/P Transportation, Form J-141-ROC/P | October 15, 2004 |
| 2. | Report of School Buses, Form J-143 | October 15, 2004 |
| 3. | Transfer of Transportation Services, Form J-141-T | October 15, 2004 |
| 4. | Joint Powers Agency Report, Form J-141-JPA | October 15, 2004 |
| 5. | Corrections for 2003-04 and prior | June 30, 2005 |

DUE DATES

IV. CALIFORNIA SCHOOL AGE FAMILIES EDUCATION (Cal-SAFE)

A. First Period Reporting Forms

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|----|--|-------------------|
| 1. | Form A, Attendance for pupils enrolled in County Cal-SAFE Programs | February 18, 2005 |
| 2. | Form B, Attendance for pupils enrolled in District Cal-SAFE Programs | February 18, 2005 |
| 3. | Form C, Child Care Funding | February 18, 2005 |

B. Second Period Reporting Forms

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|----|--|--------------|
| 1. | Form A, Attendance for pupils enrolled in County Cal-SAFE Programs | May 13, 2005 |
| 2. | Form B, Attendance for pupils enrolled in District Cal-SAFE Programs | May 13, 2005 |
| 3. | Form C, Child Care Funding | May 13, 2005 |

C. Annual Reporting Forms

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|----|--|---------------|
| 1. | Form A, Attendance for pupils enrolled in County Cal-SAFE Programs | July 29, 2005 |
| 2. | Form B, Attendance for pupils enrolled in District Cal-SAFE Programs | July 29, 2005 |
| 3. | Form C, Child Care Funding | July 29, 2005 |

V. INSTRUCTIONAL MATERIALS REPORT

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|---|---------------|
| Statement of Written Assurance per <i>Education Code</i> Section 60242.5 of conformance to law and applicable rules and regulations regarding instructional materials purchased with funds from Instructional Materials Fund Realignment Program. | July 31, 2004 |
|---|---------------|

VI. MISCELLANEOUS REPORTS

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|----|---|---------------|
| A. | Morgan-Hart Grade 9 Class Size Reduction, FY 2003-04 Report of Enrollment, Form J-9MH-A | July 31, 2004 |
|----|---|---------------|

DUE DATES

B.	Morgan-Hart Grade 9 Class Size Reduction, FY 2004-05 Application	August 30, 2004
C.	Annual Survey of Children in Local Institutions for Neglected and Delinquent Children, ESEA Title I	December 17, 2004
D.	District Level Foster Child Survey	December 23, 2004
E.	School Improvement Program (SIP) School Level ADA Report	January 18, 2005
F.	County and School Level CalWORKS and Free and Reduced Price Meal Report	February 25, 2005

For general questions regarding the due dates related to Categorical Programs (Roman numerals III – VI), please contact Julie Klein at (916) 323-1314 or by e-mail at jklein@cde.ca.gov. For detailed questions, please see the Categorical Programs staff contact list, posted on the CDE web site at: <http://www.cde.ca.gov/fg/aa/ca/>.

Submit reports to:

Categorical & Grants Management Office
School Fiscal Services Division
California Department of Education
1430 N Street, Suite 3800
Sacramento, CA 95814